



With iBE.net, getting paid doesn't have to be a struggle. The billing application automatically draws in the billable data from the rest of the system and stores it for use during invoicing. Fixed price quantities are billable as soon as an actual quantity is entered. Branded invoices can be sent directly to a customer by email or they can be printed for mailing. The status of an invoice, such as sent or paid, can be updated and used for credit checks against the customer's credit limit. We can also export invoices into finance programs such as QuickBooks.

## Module 8 Sections:

8.1 Preparing your invoice  
Choose what needs billing

8.2 Editing your charges  
Edit line items, and exclude records from invoices

8.3 Creating a final invoice  
Select payment terms, add adhoc charges, apply discounts, and add taxes.

8.4 Managing your invoices  
Track what's been sent and more importantly paid.



MBT Consulting  
350 5th Ave  
New York NY 10118  
US

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**Invoice To:**  
**Attn:** Rob Mathias  
 Reboot Films Studios  
 465 7th street  
 Brooklyn NY 11215  
 US

Invoice No : 1000017  
 Invoice Date : 8/21/13  
 From Date : 5/2/13  
 To Date : 8/21/13  
 Direct Queries to: Doug Shipley  
 Your Reference :  
 Reference Date :  
 Payment Terms : Due in 30 days  
 Due By : 9/20/13

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Outstanding dues till date		
> 60 days due	30 - 60 days due	< 30 days due
0 USD	0 USD	0 USD

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Invoice Details				
Item	Description	Quantity	Unit Price	Amount Billed
	Reboot: App build for Legends			3,375.00 EUR
	Todd Greco	45 hr	75.00 EUR/Hour	3,375.00 EUR
	Finalize Design Plan	12 hr	75.00 EUR/Hour	900.00 EUR
	Game Storyboarding	20 hr	75.00 EUR/Hour	1,500.00 EUR
	Initial Project design meeting	13 hr	75.00 EUR/Hour	975.00 EUR
End of Invoice Details				

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**Invoice Summary**

	Total Amount :	<b>3,375.00 EUR</b>
	Less Discounts :	<b>0.00 EUR</b>
	Sub Total :	<b>3,375.00 EUR</b>
	Plus Taxes :	<b>0.00 EUR</b>
	<b>Net Total for this invoice :</b>	<b>3,375.00 EUR</b>



## Module Section 8.1: Preparing your invoice

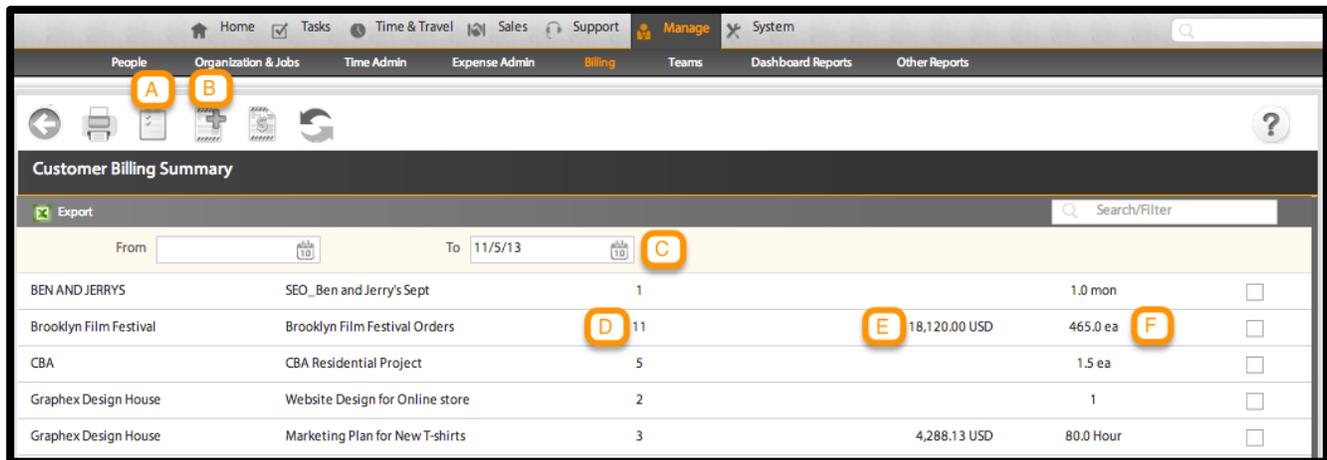
Choose what needs to be billed

### 8.1.1 Moving items to Billing:

The integrated nature of applications in iBE.net allows your billable Time and Materials to automatically flow into the billing application through the approval process. Once approved, all billable time and expenses accumulate in the billing summary to be added as line items in the invoice. Fixed price items are not approved before billing. Instead a planned quantity is maintained on all quantity based billable tasks. To mark them as ready for billing, you simply need to provide an actual quantity, to pull this into billing.

1. To update the quantity of a Fixed Price task, go into the task detail screen.
2. Click on the Dates/Qty/Cost tab.
3. You will need to enter a planned quantity and units if one was not entered during task creation.
4. Enter an actual quantity. You can enter an actual quantity that is lower than the planned quantity but never more than the planned. You do not have to enter the units in the actual quantity box. They will default from the planned quantity.
5. Click Save. The revenue and cost will automatically calculate for you.
6. Once saved, fixed price quantities will automatically move to billing application to ready to be invoiced.

	Planned	Actual
Start	4/1/13	7/4/13
Finish	4/5/13	
Quantity	5.00 Minute	5.00 Minute
Cost	200.00 USD	
Revenue	5,000.00 USD	5,000.00 USD



Customer	Project	Quantity	Amount	Hours	Action
BEN AND JERRYS	SEO_Ben and Jerry's Sept	1		1.0 mon	<input type="checkbox"/>
Brooklyn Film Festival	Brooklyn Film Festival Orders	11	18,120.00 USD	465.0 ea	<input type="checkbox"/>
CBA	CBA Residential Project	5		1.5 ea	<input type="checkbox"/>
Graphex Design House	Website Design for Online store	2		1	<input type="checkbox"/>
Graphex Design House	Marketing Plan for New T-shirts	3	4,288.13 USD	80.0 Hour	<input type="checkbox"/>

## 8.1.2 Selecting a Project to invoice

The Billing Summary Page allows you to view a list of customers and projects which have items ready for billing. It also allows you to create credit adjustments and serves as the main portal to all billing related activities. This section will help you familiarize yourself with the layout of the summary page.

From the Billing Summary Page, you can view the following information:

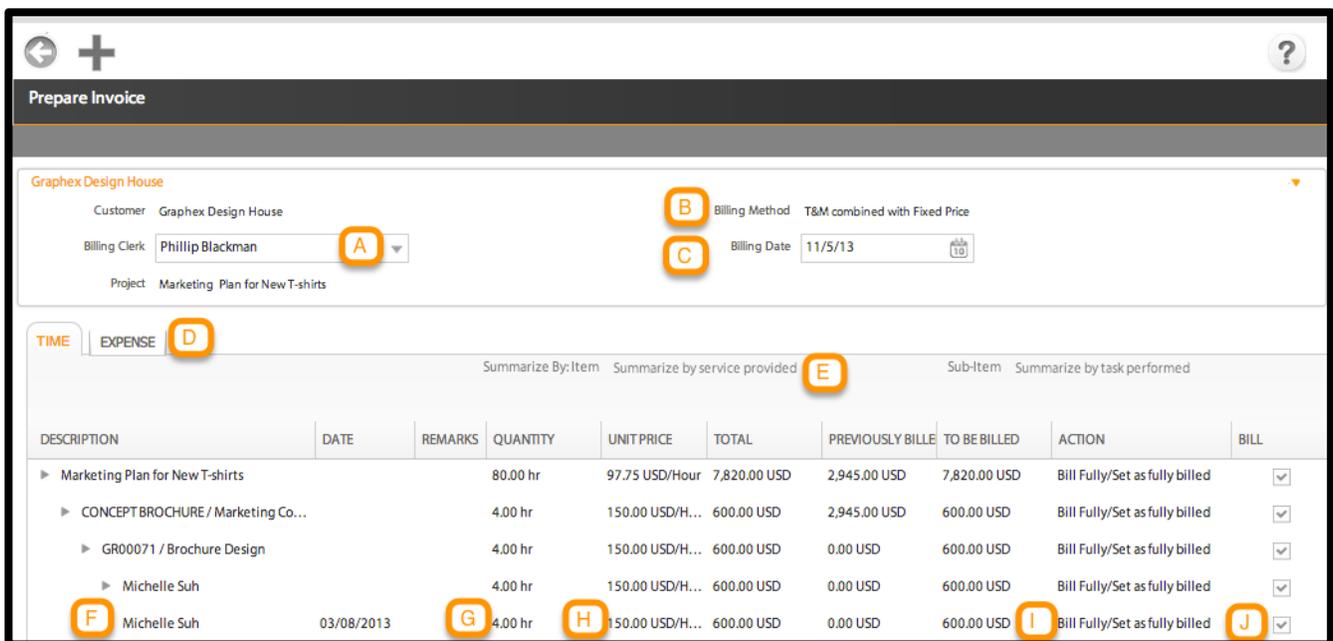
- A. You can view a list of current invoices, along with the status.
  - B. You can give a customer a credit on their invoice. Credit adjustments can be made against past invoices.
  - C. You can view billable items from a particular range of dates by selecting From and To dates by clicking the calendar icon at the right.
  - D. The number of tasks ready for billing.
  - E. The amount already billed for this project.
  - F. The number of hours/qty to be billed.
1. Select the project to be billed by checking the box to the right of the desired project. You can bill multiple projects from the same customer by checking multiple boxes.
  2. Click on Prepare Invoice. You are now ready to prepare your invoice.

## 8.1.3 Preparing your invoice Overview

The Prepare Invoice Screen provides you with a platform to make any modifications to the data that has been pulled in for invoicing. You can alter billing rates or quantities, exclude records from billing, or change the way the charges are summarized. Time, Expenses, and Fixed (quantity-based) charges are divided into separate tabs to making view and editing the charges on the invoice easily. The list is setup as a hierarchy. The line items are at the bottom with the total at the top. Always edit at the line item level at the bottom of the hierarchy. The edit functions work identically on each of the different tabs.

From the Invoice Preparation Screen, you can edit the following information:

- A. The employee responsible for interfacing with the client regarding the invoice.
- B. The Billing Method is defaulted from the project type.
- C. Click on the calendar to select the desired date. The default billing date is the current date.
- D. To switch between types of charges, click on the preferred tab.
- E. Click here to re-summarize the items on your invoice.
- F. The lowest tier of the hierarchy is the line item. All editing functions are done at the line item level.
- G. Click here to edit the quantity to be billed.
- H. Click here to overwrite the billing rate.
- I. Changing the quantity for a line item will change the Action to Bill partly.
- J. Click here to exclude a record from billing.



The screenshot shows the 'Prepare Invoice' interface for 'Graphex Design House'. It includes fields for Customer, Billing Clerk (Phillip Blackman), Project (Marketing Plan for New T-shirts), Billing Method (T&M combined with Fixed Price), and Billing Date (11/5/13). There are tabs for 'TIME' and 'EXPENSE'. A table lists billing items with columns for Description, Date, Remarks, Quantity, Unit Price, Total, Previously Billed, To Be Billed, Action, and Bill. Callouts A through J point to specific elements: A (Billing Clerk dropdown), B (Billing Method), C (Billing Date calendar), D (Expense tab), E (Summarize by service provided), F (Line item), G (Quantity), H (Unit Price), I (Action), and J (Bill checkbox).

DESCRIPTION	DATE	REMARKS	QUANTITY	UNIT PRICE	TOTAL	PREVIOUSLY BILLED	TO BE BILLED	ACTION	BILL
▶ Marketing Plan for New T-shirts			80.00 hr	97.75 USD/Hour	7,820.00 USD	2,945.00 USD	7,820.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
▶ CONCEPT BROCHURE / Marketing Co...			4.00 hr	150.00 USD/H...	600.00 USD	2,945.00 USD	600.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
▶ GR00071 / Brochure Design			4.00 hr	150.00 USD/H...	600.00 USD	0.00 USD	600.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
▶ Michelle Suh			4.00 hr	150.00 USD/H...	600.00 USD	0.00 USD	600.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
F Michelle Suh	03/08/2013		G 4.00 hr	H 150.00 USD/H...	600.00 USD	0.00 USD	600.00 USD	I Bill Fully/Set as fully billed	J <input checked="" type="checkbox"/>



## Module Section 8.2: Editing your charges

Edit line items, and exclude records from invoices

### 8.2.1 Editing Invoiced Line Items:

The utility of any billing application is limited by its flexibility. Your iBE.net solution allows you to edit any aspect of a charge on the prepare invoice screen. Once you are on the prepare invoice screen, you will need to locate the line item to be edited in the invoice grid. It is important to remember that the invoice grid displays a hierarchical list. In order to edit the billing rate, make sure you select the actual line item, which will not have a gray error on the left hand side.

1. To edit the billable quantity, click in the Quantity box for the desired line item. Enter the new quantities. Continue editing line items until you have edited all the required billable quantities.

Description	Date	Remarks	Quantity	Unit Price
▼ Journey to Antarctica			32.50 hr	82.31 USD/Hour
▼ P3 / Trip Consulting Junior			11.50 hr	50.00 USD/Hour
▼ Evaluation of Excursions			11.50 hr	50.00 USD/Hour
▼ Landon McGill			11.50 hr	50.00 USD/Hour
Landon McGill	07/27/2...		7.5	50.00 USD/Hour
Landon McGill	07/28/2...		4.00 hr	50.00 USD/Hour

2. The totals will automatically be recalculated when the new quantity is entered. Notice that the changes are applied throughout the hierarchy.

Description	Date	Remarks	Quantity	Unit Price	Total
▼ Journey to Antarctica			30.00 hr	85.00 USD/Hour	2,675.00 ...
▼ P3 / Trip Consulting Junior			9.00 hr	50.00 USD/Hour	575.00 USD
▼ Evaluation of Excursions			9.00 hr	50.00 USD/Hour	575.00 USD
▼ Landon McGill			9.00 hr	50.00 USD/Hour	575.00 USD
Landon McGill	07/27/2...		5.00 hr	50.00 USD/Hour	375.00 USD
Landon McGill	07/28/2...		4.00 hr	50.00 USD/Hour	200.00 USD

- To edit the billing rate, click in the Unit Price box for the desired line item. Enter the new rate.

Continue editing line items until you have edited all the required billing rates.

Description	Date	Remarks	Quantity	Unit Price	Total
▼ Journey to Antarctica			32.50 hr	82.31 USD/Hour	2,675.00 ...
▼ P3 / Trip Consulting Junior			11.50 hr	50.00 USD/Hour	575.00 USD
▼ Evaluation of Excursions			11.50 hr	50.00 USD/Hour	575.00 USD
▼ Landon McGill			11.50 hr	50.00 USD/Hour	575.00 USD
Landon McGill	07/27/2...		7.50 hr	50.00 USD/Hour	375.00 USD
Landon McGill	07/28/2...		4.00 hr	50.00 USD/Hour	200.00 USD

- When you make a change to a billing rate at the line item level, the parent also changes to reflect the blended rate of all the children.

Description	Date	Remarks	Quantity	Unit Price	Total
▼ Journey to Antarctica			32.50 hr	77.00 USD/Hour	2,675.00 ...
▼ P3 / Trip Consulting Junior			11.50 hr	35.00 USD/Hour	575.00 USD
▼ Evaluation of Excursions			11.50 hr	35.00 USD/Hour	575.00 USD
▼ Landon McGill			11.50 hr	35.00 USD/Hour	575.00 USD
Landon McGill	07/27/2...		7.50 hr	35.00 USD/Hour	375.00 USD
Landon McGill	07/28/2...		4.00 hr	35.00 USD/Hour	200.00 USD

## 8.2.2 Excluding Records from Billing:

The utility of any billing application is limited by its flexibility. Your iBE.net solution allows you to edit any aspect of a charge on the prepare invoice screen. Once you are on the prepare invoice screen, you will need to locate the line item to be edited in the invoice grid. It is important to remember that the invoice grid displays a hierarchical list. In order to edit the billing rate, make sure you select the actual line item, which will not have a gray error on the left hand side.

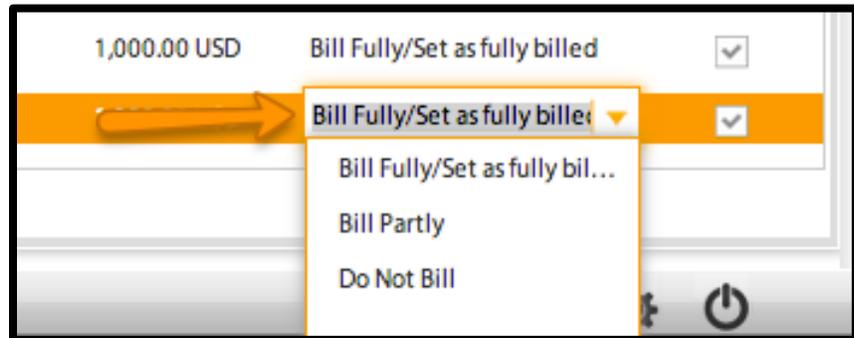
- To exclude a specific record, uncheck the bill box at the right of the item to be excluded.

Description	Quantity	Unit Price	Total	To be billed	Action	Bill
▼ Journey to Antarctica	32.50 hr	82.00 USD/Hour	2,675.00 USD	2,675.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
▼ Evaluation of Excursions	11.50 hr	50.00 USD/Hour	575.00 USD	575.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
▼ Landon McGill	11.50 hr	50.00 USD/Hour	575.00 USD	575.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
▼ P3 / Trip Consulting Junior	11.50 hr	50.00 USD/Hour	575.00 USD	575.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
Landon McGill	7.50 hr	50.00 USD/Hour	375.00 USD	375.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
Landon McGill	4.00 hr	50.00 USD/Hour	200.00 USD	200.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
▼ Evaluation of Land Based Operations	21.00 hr	100.00 USD/Hour	2,100.00 USD	2,100.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>

▼ P3 / Trip Consulting Junior	7.50 hr	50.00 USD/Hour	375.00 USD	575.00 USD	Bill Partly	<input checked="" type="checkbox"/>
Landon McGill	7.50 hr	50.00 USD/Hour	375.00 USD	375.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>
Landon McGill	4.00 hr	50.00 USD/Hour	200.00 USD	200.00 USD	Do Not Bill	<input type="checkbox"/>
▼ Evaluation of Land Based Operations	21.00 hr	100.00 USD/Hour	2,100.00 USD	2,100.00 USD	Bill Fully/Set as fully billed	<input checked="" type="checkbox"/>

2. The item will now be marked Do Not bill in the action box. And it will be grayed out to differentiate from the items selected for billing.
3. To change the action on a line item, click on current action to display the dropdown menu. Select the desired choice.

- a. Bill Partly: This will ensure the remaining time/quantity will be picked up in the next billing.
- b. Bill Fully: This will prevent the remaining quantity from being billed. This option is set by default when the time/qty to be billed is left untouched. Hence, it will not be picked up in the next billing run.
- c. Do not Bill: This will exclude the line item from billing. This line item will be grayed out when the bill checkbox is unchecked.



4. Continue unselecting items you wish to exclude from the invoice. The process works the same regardless of whether you are excluding time or expense records. To switch types, simply click on the other tabs at the top of the list.



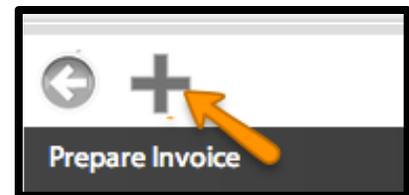
## Module Section 8.3: Creating a final invoice

Select payment terms, add adhoc charges, apply discounts, and add taxes.

### 8.3.1 Creating a final invoice:

Now that you have prepared your invoice, you are ready to create a final invoice and send it to your customer. This is the final step of the billing process.

1. To move from the prepare invoice screen to the create invoice screen, click on the “+” button at the top left of the screen.
2. From the Invoice Creation Screen, you can edit the following information:

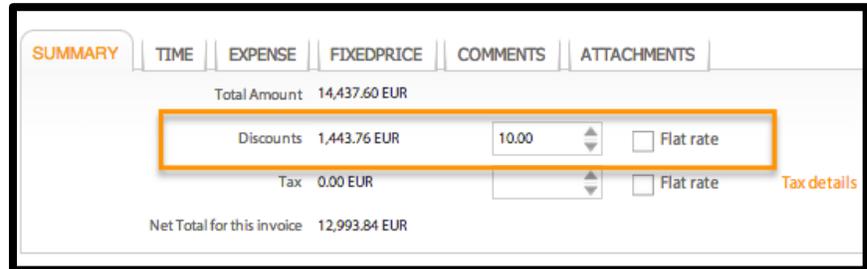


- A. This should be the same as your Customer Billing Contact.
- B. All internal Reference Notations can be placed here.
- C. The date on which the customer reference document, like a purchase order, was raised. This is to help the customer to reconcile this invoice in their system.
- D. The payment terms can be selected by clicking the gray arrow at the right of the box. They are defaulted from the customer and can be changed here.
- E. This date is automatically calculated based on D.
- F. Additional information for the customer concerning the invoice.
- G. Determined by Invoice Settings. It is recommended that clients use internal numbering for invoice numbers thereby avoiding duplication.
- H. The date the invoice is being issued.
- I. The Billing Period for the statement.
- J. Whom to contact for questions regarding the invoice.
- K. Click here apply discounts. The details can be found in 8.3.2.
- L. Taxes to be charged for services rendered can be found in 8.3.3.

## 8.3.2 Adding a Discount:

In the iBE.net system, adding a discount, whether as percentage of the total invoice or as a flat amount can be accomplished in two simple steps.

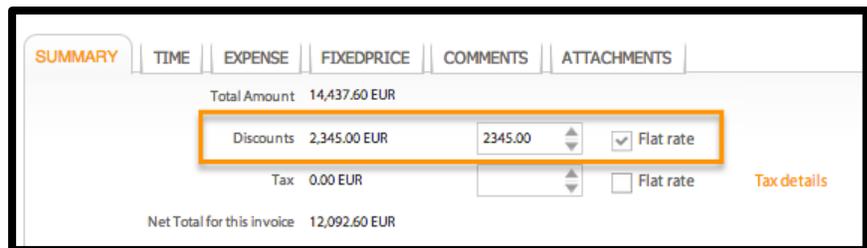
1. Enter the discount percentage as a whole number (i.e. for a 10% discount, enter 10) in the right hand box.



The screenshot shows the 'SUMMARY' tab of the iBE.net interface. The 'Total Amount' is 14,437.60 EUR. The 'Discounts' row shows 1,443.76 EUR with a value of 10.00 entered in the right-hand box. The 'Tax' row shows 0.00 EUR. The 'Net Total for this invoice' is 12,993.84 EUR. The 'Flat rate' checkbox is unchecked.

The dollar amount to be discounted will display on the left and be subtracted from the total.

2. For flat rate discounts, Click on the flat rate box and enter the total amount of the discount in the box and it will be subtracted from the invoice total.

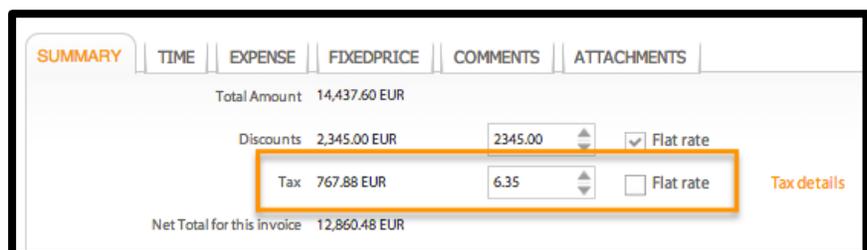


The screenshot shows the 'SUMMARY' tab of the iBE.net interface. The 'Total Amount' is 14,437.60 EUR. The 'Discounts' row shows 2,345.00 EUR with a value of 2345.00 entered in the right-hand box and the 'Flat rate' checkbox checked. The 'Tax' row shows 0.00 EUR. The 'Net Total for this invoice' is 12,092.60 EUR.

## 8.3.3 Adding Sales Tax:

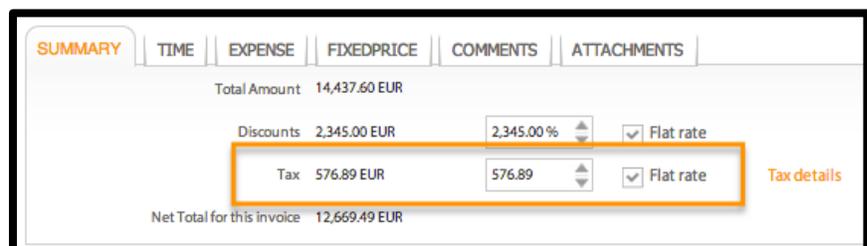
Adding sales tax doesn't need to be confusing. You can either let the system calculate the tax for you by simply adding the tax rate or you can add a flat rate if you use a separate method for calculating tax.

1. Enter the sales tax percentage as a whole number (i.e. for a 10% discount, enter 10) in the right hand box.



The screenshot shows the 'SUMMARY' tab of the iBE.net interface. The 'Total Amount' is 14,437.60 EUR. The 'Discounts' row shows 2,345.00 EUR with a value of 2345.00 entered in the right-hand box and the 'Flat rate' checkbox checked. The 'Tax' row shows 767.88 EUR with a value of 6.35 entered in the right-hand box. The 'Net Total for this invoice' is 12,860.48 EUR.

2. If you calculate tax separately, you can enter the tax as a flat rate. Click on the flat rate box and enter the total amount of the discount in the box and it will be subtracted from the invoice total.

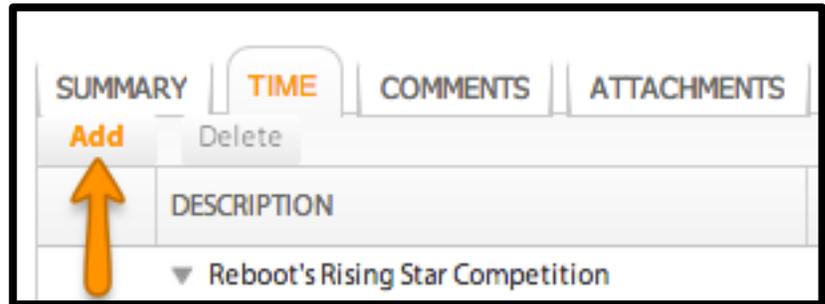


The screenshot shows the 'SUMMARY' tab of the iBE.net interface. The 'Total Amount' is 14,437.60 EUR. The 'Discounts' row shows 2,345.00 EUR with a value of 2,345.00 % entered in the right-hand box and the 'Flat rate' checkbox checked. The 'Tax' row shows 576.89 EUR with a value of 576.89 entered in the right-hand box and the 'Flat rate' checkbox checked. The 'Net Total for this invoice' is 12,669.49 EUR.

## 8.3.4 Adding adhoc Charges:

Inevitably, despite the best preparation, you will always need the flexibility to add ad hoc charges to your invoices. In the iBE.net billing system, you can add ad hoc charges to your invoices during invoice creation.

1. To add a row for the ad hoc charge, click on the Add button at the top left of the screen. Usually, you add only one line of adhoc charge. You can remove rows by highlighting the row and clicking the Delete button.



SUMMARY		TIME	COMMENTS	ATTACHMENTS				
Add	Delete							
DESCRIPTION	ITEM-SUBITEM	REMARKS	QUANTITY	UNITPRICE	TOTAL	AMOUNT BILLED		
▼ Reboot's Rising Star Competition					1,209.97 EUR	1,209.78 EUR		
▼ video production	10		19.5 hr	62.04 EUR/Hour	1,209.97 EUR	1,209.78 EUR		
script	10.1		8 hr	62.05 EUR/Hour		496.40 EUR		
final approval	10.2		11.5 hr	62.05 EUR/Hour		713.57 EUR		
Reshoots	30		1 ea	0.00 EUR/Hour		0.00 EUR		
Sub-totals					1,209.97 EUR	1,209.78 EUR		

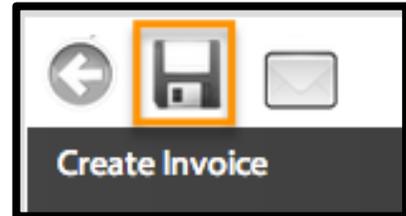
2. Enter the ad hoc charge information in the row added to the bottom of the item grid by clicking on the desired grid space. Ad hoc charges will default to the same rate structure as the other charges in the tab. In this case EUR/Hour. The rate structure can be changed as you edit the unit price. The default quantity for the adhoc charge is 1 ea.
3. Your ad hoc charges will be added to the total Amount Billed.

SUMMARY		TIME	COMMENTS	ATTACHMENTS				
Add	Delete							
DESCRIPTION	ITEM-SUBITEM	REMARKS	QUANTITY	UNITPRICE	TOTAL	AMOUNT BILLED		
▼ Reboot's Rising Star Competition					1,209.97 EUR	1,209.78 EUR		
▼ video production	10		19.5 hr	62.04 EUR/Hour	1,209.97 EUR	1,209.78 EUR		
script	10.1		8 hr	62.05 EUR/Hour		496.40 EUR		
final approval	10.2		11.5 hr	62.05 EUR/Hour		713.57 EUR		
reshoots	20		1 ea	1,200.00 EUR/Day		1,200.00 EUR		
Sub-totals					1,209.97 EUR	2,409.78 EUR		

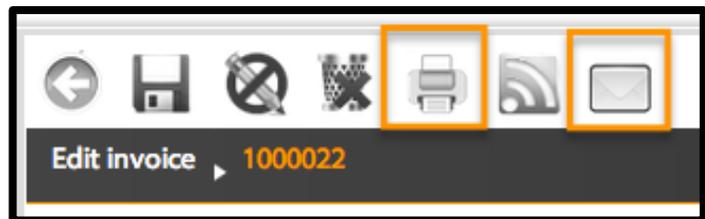
## 8.3.5 Sending you invoice:

Now that you have adjusted all your charges, selected your payment terms and added discounts and taxes, the last thing to do is to send your invoice. This can be done either by emailing the client directly or by printing the invoice as a pdf. You can also always come back to this screen to make edits and resend the invoice to a client if they have questions.

1. Click on the save button to create your final invoice.  
This will automatically add an invoice number and add the print button to the menu options.



2. Click on the print icon to print the invoice or click on the mail icon to email your invoice. If you are emailing your invoice directly to



the customer, the iBE.net system will send the email to the billing contact listed on the customer record.

3. When printing your invoice, a separate pdf print window will open from which you can print or download and save a pdf of your invoice.
4. You should also update the status of the invoice to

indicate that the invoice has been sent. If you used the email icon, the status is updated automatically. For printed invoices, click on the



Send Invoice button, in the upper right hand corner, to update the invoice status. The invoice will now be marked as sent and moved to your Invoice Summary.

5. The printed layout is displayed below:
  - A. They are branded with your company logo.
  - B. Include your company address.
  - C. Pull the address from the customer record.
  - D. Display the invoice number and date.
  - E. Display the name of the billing clerk.
  - F. Display the billing reference and payment terms.
  - G. Display any outstanding balances owed.
  - H. Display a detailed listing of charges.
  - I. Display added comments, taxes, discounts, and totals.



**A**

**B**

MBT Consulting  
350 5th Ave  
New York NY 10118  
US

### Invoice To:

Attn: Patrick Bradley  
Reboot Films Studios

**C**

465 7th street  
Brooklyn NY 11215  
US

**D**

Invoice No : 1000022  
Invoice Date : 12/10/13  
To Date : 12/10/13

**E**

Direct Queries to: Jennifer Colburn  
( dlynth5@gmail.com )

**F**

Your Reference : PO888765  
Reference Date : 11/1/13  
Payment Terms : Due in 30 days  
Due By : 1/9/14

**G**

Outstanding dues till date		
> 60 days due	30 - 60 days due	< 30 days due
0 EUR	0 EUR	0 EUR

**H**

Invoice Details				
Item	Description	Quantity	Unit Price	Amount Billed
	Reboot's Rising Star Competition			1,209.78 EUR
10	video production	19.5 hr	62.04 EUR/Hour	1,209.78 EUR
20	reshoots	1 ea	1,200.00 EUR/Day	1,200.00 EUR
End of Invoice Details				

### Invoice Summary

Comments :  
This is the final invoice for the project.

**I**

Total Amount : **2,409.78 EUR**  
Less Discounts : **0.00 EUR**  
Sub Total : **2,409.78 EUR**  
Plus Taxes : **0.00 EUR**  
**Net Total for this invoice : 2,409.78 EUR**



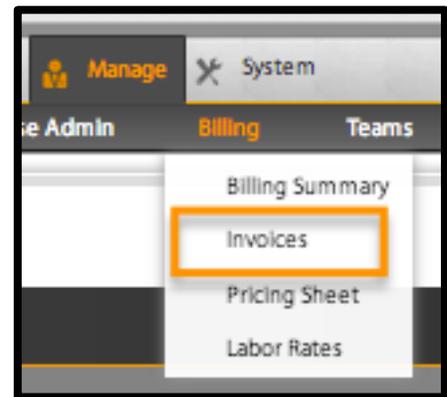
## Module Section 8.4: Managing your invoices

Track what's been sent and more importantly paid.

### 8.4.1 Viewing your invoices:

In order to manage your invoices effectively, you need to be able to see the invoices that exist in the system and quickly filter the information to find the invoice you need. In this section, we will cover the List Invoices view to help you navigate through the invoices that have been generated by your company.

1. To view your invoices you can either select Invoices from the Billing submenu or click on the List Invoices Icon on the Customer Billing Summary Page.
2. There are several ways to filter or search for the invoice in question. You can search by Customer, Billing Clerk, Date Ranges invoiced, or the invoice number.
3. The invoices can also be grouped by any criteria from the display grid by hovering over the grid header and clicking on the orange arrow to activate the grid dropdown menu.



4. Double click on the desired invoice from the list to open the Display Invoice window.

INVOICE NUMBER	CUSTOMER	PROJECT	DUE DATE	DUE AMOUNT	STATUS
<div style="display: flex; justify-content: space-between;"> <span>Export</span> <input type="text" value="Search/Filter"/> </div>					
Customer: -Nil-		From: -Nil-	Invoice No.:	Enter ID	
Billing Clerk: -Nil-		To: -Nil-			
<div style="display: flex; justify-content: space-between;"> <span>More Than 60 Days Past Due Invoices (10)</span> <span>Sort Ascending</span> </div>					
<div style="display: flex; justify-content: space-between;"> <span>30 Days To 60 Days Past Due Invoices (1)</span> <span>Sort Descending</span> </div>					
1000020	Reboot Films Studios	App build for League of Justice,		5,334.52 EUR	Invoice Sent
<div style="display: flex; justify-content: space-between;"> <span>Not Due Invoices (2)</span> <span>Columns</span> </div>					
1000021	Reboot Films Studios	Reboot: App build for Legends		12,860.48 EUR	Invoice Sent
1000022	Reboot Films Studios	Reboot's Rising Star Competition,		2,409.78 EUR	Invoice Sent
<div style="display: flex; justify-content: space-between;"> <span>Unsent Invoices (8)</span> <span>Group by this field</span> </div>					
1000006	Reboot Films Studios	Reboot's Rising Star Competition	03/26/2013	29,223.57 USD	Created
1000008	Brooklyn Film Festival	Brooklyn Film Festival Orders	04/23/2013	16,800.00 USD	Created

#### 8.4. Managing the invoice status:

In the iBE.net system, each invoice is tracked via a status through the billing cycle. The stages of the billing cycle are Created, Invoice Sent, and Invoice Paid. There is also a Rejected by Customer status to flag invoices that customers raise queries about. This allows you to keep an accurate count of all of your outstanding invoices. Additionally, the invoice status links into customer credit limit calculations, so you can quickly see who is overdue regardless of the number of projects you manage for them.

You view and manage the status of any invoice in the upper right hand corner of the screen.

1. To mark the invoice paid in full, click on status field in the upper right corner to set the invoice status to paid in full.
2. From the dropdown menu, you can also indicate customer raised invoice issues by selecting rejected by Customer.
3. Click on the pencil to edit the invoice.
4. Once you have resent your invoice you can change the status by selecting Resend Invoice.

